

# PREPARING A NEW DISSOLUTION FOR FILING

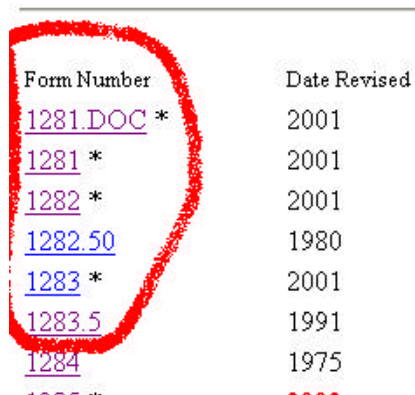
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# ACCESSING THE DISSOLUTION DOCUMENTS IN THE COMPUTER

## ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. SELECT **“JUDICIAL COUNCIL FORMS”** on the screen.
  - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
  - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<a href="#">1281.DOC *</a>	2001
<a href="#">1281 *</a>	2001
<a href="#">1282 *</a>	2001
<a href="#">1282.50</a>	1980
<a href="#">1283 *</a>	2001
<a href="#">1283.5</a>	1991
<a href="#">1284</a>	1975
<a href="#">1285</a>	....

Double click left button on mouse



To scroll down, hold down left button  
on mouse and move the bar down  
OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete. The forms for initial dissolution can include:

FL-100, Petition (Family Law)  
FL-110, Summons (Family Law)  
FL-115, Proof of Service Summons (Family Law)  
FL-105/GC-120, Declaration Under UCCJEA (only if children of marriage)  
FL-150, Income & Expense Declaration  
FL-155, Financial Statement Simplified  
FL-140, Declaration of Disclosure  
FL-142, Schedule of Assets and Debts (optional)  
FL-160, Property Declaration (optional)

5. **DOUBLE CLICK** on the underlined number of the form you select. The form will appear on the screen ready to be completed.
6. **PRINT FORMS BLANK (THOSE LISTED BELOW):** Before you start typing on the following forms, print the form blank. Only print out those forms you intend to complete as you are required to serve the Respondent with a completed and blank form. This is an very important step as the blank forms cost \$1.00 per page at the clerk's office.

If you do not intend to complete the form then do not print out a blank form.

FL-105, Declaration Under UCCJEA (mandatory if children)  
FL-140, Declaration of Disclosure (mandatory)  
FL-142, Schedule of Assets & Debts (optional)  
FL-150, Income & Expense Declaration  
FL-155, Financial Statement (Simplified)  
FL-160, Property Declaration (optional)

8. If you have problems calling up the forms please ask the Clerk for assistance.

# PETITION (FAMILY LAW), FORM

FL-100

Mandatory Use

PETITION (FAMILY LAW), FORM FL-100  
Mandatory Use

The areas in **red** correspond to the areas on the form that you will need to complete.

1. After you have called up the list of forms on the computer you are now ready to select the correct forms for filing a new dissolution of marriage.
2. Select Form **FL-100, Petition (Family Law)** using the instructions provided in the previous section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
  - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
  - b. **ATTORNEY FOR** – type in Petitioner in Pro Per
  - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
    1. **STREET ADDRESS** – type in 215 FIFTH STREET
    2. **MAILING ADDRESS** – type in 215 FIFTH STREET
    3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
    4. **BRANCH NAME** – leave blank
  - d. **MARRIAGE OF** PETITIONER – type in your FULL name  
RESPONDENT – type in spouse's FULL name
  - e. **PETITION FOR** – X box for Dissolution of Marriage
  - f. **CASE NUMBER** – leave blank to be assigned by court clerk
  - g. **Item #1 RESIDENCE** – read this box carefully and X Petitioner or Respondent or both if it applies. If you cannot mark either box STOP and consult with the Facilitator before going any further as you may not be filing in the proper county or state.
  - h. **Item #2 STATISTICAL FACTS** – in **#2a** – type in the day, month and year you and your spouse got married.
    1. **#2b** – Type in the day, month and year you separated.

2. **#2c** – Type in the years and months between the day you were married and the day you separated.
- i. **Item #3 – DECLARATION REGARDING MINOR CHILDREN** –
  1. Type an X in box A only if there are NO minor children of the marriage.
  2. Type an X in box B if there ARE minor children of the marriage.
    - a. Type in each Child's Name, Birth Date, Age and Sex (M for Male and F for Female)
    - b. If you don't have enough room to list all of your children – then on a separate piece of plain white paper type "Attachment 3b" at top and continue listing children until completed. X box indicating **Continued on Attachment 3b**. You may prepare this document in Word after you have completed this form.
- j. **Item #3c** – indicates that if there are minor children the form MC-150 must be completed. There are instructions for completing this form later in this binder.
- k. **Item #3d** – If you and your spouse had children together prior to your date of marriage and both you and your spouse signed a Voluntary Declaration of Paternity at the hospital and you will be attaching a copy of that form – then X this box – if this does not apply to you – do not mark the box.
- l. **Item #4** – Separate Property Assets and Debts – If you have no separate property assets and debts – do not mark the box at Item #4.

The California State Bar's website at [www.calbar.org](http://www.calbar.org) defines Separate Property as follows:

"Separate property is property acquired before your marriage, including rents or profits received from these items; property received after the date of your separation and your separate earnings; inheritances that were received either before or during marriage; and gifts to you alone, not you and your spouse. Separate property is not divided during dissolution."

"Debts incurred before getting married or incurred after separating from your spouse are your separate property debts. You will be required to file proof that you listed all of your "community" and "separate" property on a document called a



“Preliminary Declaration of Disclosure” and that you served this document on your spouse. Determining the character or property can be complicated. Seek legal assistance in making sure your property is properly listed as “community” or “separate”.

If you have questions regarding separate property assets and debts, you may want to consult with an attorney of your choosing prior to continuing.

1. **In Attachment 4** – if there is not enough space to list them here – X this box and on a plain sheet of white paper type “Attachment 4” at top then list your separate property assets and debts confirming to Petitioner (You) or Respondent (Spouse).
2. **Below** – type in the separate property assets and debts

**PAGE 2 OF THE PETITION (DISSOLUTION) FORM #1281:**

- m. **Item #5 – DECLARATION REGARDING COMMUNITY & QUASI COMMUNITY ASSETS AND DEBTS.**

The California State Bar’s website at [www.calbar.org](http://www.calbar.org) defines community property as follows:

“All property, real or personal, in or out of the state that either you or your spouse acquired through labor or skill during the marriage is community property. You and your spouse may have more community property than you realize. For example, you may have an interest in pension and profit-sharing benefits, stock options and other retirement benefits. Each spouse owns one-half of all community property. This is true even if only one spouse worked outside of the home during the marriage and even if this property is in only one spouse’s name.

With few exceptions, debts incurred during the marriage are community obligations. This includes credit card bills, even if the car is in your name only. Student loans are an exception and are considered separate property debts. Community property possessions and community property debts are divided equally unless you and your spouse agree to an unequal division. You should be aware that if your spouse agrees to pay a community debt and then fails to pay you may have to pay the creditor. Division of possessions and debts can be complicated. You may want to seek the advice of an attorney before entering into an agreement.

If you and your spouse can't agree on the division of debts and possessions, a judge will make the decision. Ownership of each of your belongings might not be split between you and your spouse; instead, a judge might give each of you items of equal value. For example, if your spouse gets the furniture and appliances, you might get the family car or something else of equal value."

If you have questions concerning assets and debts you should consult with an attorney of your choosing.

1. **Item 5a** – X this box if you determine there are no such assets and debts subject to disposition by the court.
  2. **Item 5b** – X this box if all such assets and debts have been disposed of by written agreement. You may want to attach a copy of the written agreement.
  3. **Item 5c** – X this box and list all assets and debts in Attachment 5c or below marking the corresponding box.
  4. Only one of the 3 boxes a, b or c should be marked.
- n. **Item #6 - PETITIONER REQUESTS** - X box a for Dissolution of Marriage
1. **Mark box (1) Irreconcilable Differences** (Your marriage will not work and counseling will not help save the marriage.), if applicable.
  2. **OR mark box (2) Incurable Insanity** (Rarely used. Medical proof that one spouse was insane when the petition was filed and remains incurably insane, is required.), if applicable.
- o. **Item #7 – PETITIONER REQUESTS** - complete each item as it pertains to you.
1. **Item 7a** - if there are no children skip this item.  
  
If there are children place an X in the box corresponding to who you want to have legal custody.  
  
If your children are in foster care – mark "Other" – as the juvenile court has jurisdiction over your children.
  2. **Item 7b** – if there are no children, skip this item.  
  
If there are children, place an X in the box corresponding to

who you want to have physical custody of the children.

If your children are in foster care – mark “Other” – as the juvenile court has jurisdiction over your children.

3. **Item 7c** – If there are no children, skip this item.

Place an X in the box corresponding to who will have visitation. OR

4. **Item 7c(1)** if you are requesting Supervised Visitation to Respondent then X the Respondent box.

If this does not apply to your case – do not mark any boxes.

5. **Item 7c(2)** if you are requesting No Visitation to Respondent – X the Respondent box.

If this does not apply to your case – do not mark any boxes.

6. **Item 7d** - If you and your spouse had children prior to your date of marriage and you want the court to establish parentage – X this box.

If this does not apply to you – do not mark the box.

7. **Item 7e** – If you want spousal support paid to you or agree to pay spousal support to the Respondent – X the correct box.

If this does not apply to you – do not mark the box.

8. **Item 7f** - This box is normally marked only if you are represented by an attorney.

9. **Item 7g** - If you want the court to terminate the court's jurisdiction (ability) to award spousal support to the Respondent – X this box. This means you are asking the court not to make you pay spousal support to the Respondent.

10. **Item 7h** – If you have property rights to be determined by court – X this box.

If this does not apply to you – do not mark the box.

11. **Item 7i** – If you want your former name restored – X this box and type in your full former name that you want restored at judgment.

If this does not apply to you – do not mark the box.

12. **Item 7j** – if you have other requests for orders that are not covered above, type those in here.

If this does not apply to you – do not mark the box.

- p. **Item #8** – Informs that “If there are minor children born to or adopted by the Petitioner and Respondent before or during this marriage, the court will make orders for support of the children. A wage assignment will be issued without further notice.”
- q. **Item #9** – Informs that you have read the restraining order on the back of the Summons and you understand that they apply to you when this petition is filed.
- r. **Type in the date.**
- s. **Type in your full name.**

# SAMPLE DOCUMENT

INSERT PETITION (FAMILY LAW)– 2 PAGES

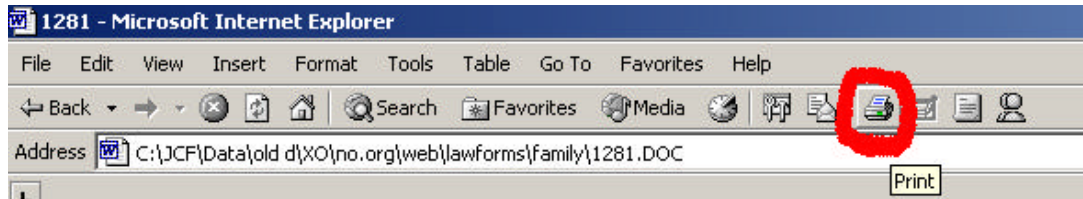


# PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT



## PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
  - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS.**"
  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully sign and date if needed.

# SUMMONS (FAMILY LAW)

Form FL-110

Mandatory Use

## SUMMONS (FAMILY LAW) Form FL-110 Mandatory Use

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-110, Summons (Family Law)** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. At the top of the page – **NOTICE to Respondent (Name)**: type in your spouse's full name as listed on the Petition.
3. **PETITIONER'S NAME IS**: type in your full name.
4. **CASE NUMBER** – leave blank to be completed by filing Clerk.
5. **Item #1 - NAME ADDRESS OF COURT IS** - type in:

SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA  
215 FIFTH STREET  
MARYSVILLE CA 95901

6. **Item #2 – NAME ADDRESS AND TELEPHONE NUMBER** - type in:

YOUR FULL NAME  
YOUR STREET ADDRESS  
CITY STATE ZIP CODE  
(530) XXX - XXXX

# SAMPLE DOCUMENT

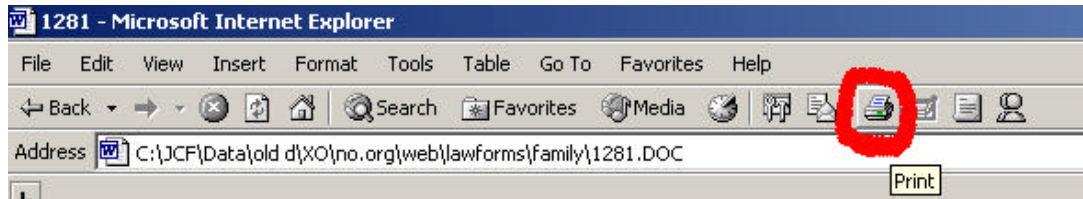
INSERT SUMMONS (FAMILY LAW)– 2 PAGES



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  - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **DO NOT SIGN OR DATE THIS DOCUMENT.** Some documents do not require your signature.



PROOF OF SERVICE OF  
SUMMONS (FAMILY LAW)  
FORM FL-115  
Mandatory Use

## PROOF OF SERVICE OF SUMMONS (FAMILY LAW), FORM FL-115 Mandatory Use

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form **FL-115, Proof of Service of Summons (Family Law)**. Using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
3. **ATTORNEY FOR** – type in Petitioner in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
  - a. **STREET ADDRESS** – type in 215 FIFTH STREET
  - b. **MAILING ADDRESS** – type in 215 FIFTH STREET
  - c. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
  - d. **BRANCH NAME** – leave blank
5. **PETITIONER** – type in your full name  
**RESPONDENT** – type in your spouse's full name
6. **CASE NUMBER** – leave blank to be stamped by clerk
7. DO NOT COMPLETE THE REMAINDER OF THIS FORM AT THIS TIME. The person who serves the dissolution documents for you will complete this form after serving Respondent. See binder entitled “*Serving Respondent After Initial Dissolution filing*”.

# SAMPLE DOCUMENT

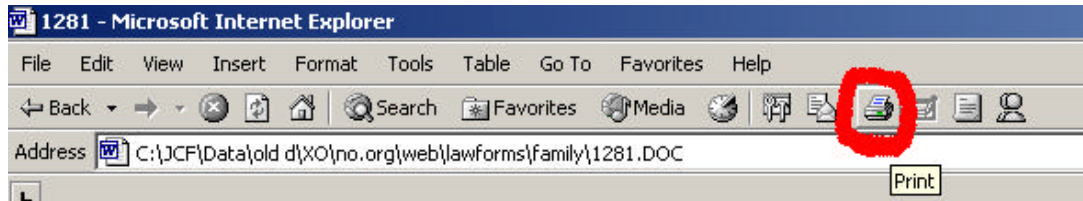
INSERT PROOF OF SERVICE SUMMONS (FAMILY LAW)– 2 PAGES



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    - c. At **FILE NAME** – NAME YOUR FILE.
    - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
    - e. Select "**SAVE**"
- Please ask the Clerk for assistance if you have difficulty saving your document.
6. **DO NOT SIGN OR DATE THIS DOCUMENT.** Some documents do not require your signature. Whoever serves the documents after you file them will sign and date this proof of service.

DECLARATION UNDER UCCJEA,  
FORM FL-105/GC-120

(Mandatory if children of this  
marriage)

(IF YOU DO NOT HAVE CHILDREN,  
SKIP THIS SECTION)



DECLARATION UNDER UCCJEA, FORM FL-105/GC-120  
(Mandatory if children of this marriage)

IF YOU DO NOT HAVE CHILDREN – SKIP THIS SECTION

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form **FL-105/GC-120, Declaration Under UCCJEA** using the instructions in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT ATTORNEY:** type in your name, complete address and telephone number.
3. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in YUBA.
  - a. **STREET ADDRESS:** 215 FIFTH STREET
  - b. **MAILING ADDRESS:** 215 FIFTH STREET
  - c. **CITY & ZIP CODE:** MARYSVILLE, CA 95901
4. **CASE NAME** – type in last name of Petitioner vs last name of Respondent.
5. **CASE NUMBER** – leave blank to be assigned by Clerk.
6. **Item #2** – X this box only if the address of the Petitioner and the minor children is confidential. If you have questions about whether your situation qualifies please contact the Facilitator.
7. **Item #3** – list the number of minor children that are subject to this action.
  - a. **Item #3a** – type in the child's name, place of birth, date of birth and sex (Male or Female).

**PERIOD OF RESIDENCE** – starting with the current residence and working backward for the last five years – list the MONTH/YEAR the minor child has lived at that residence.

**ADDRESS** – list the address where the minor child currently resides.

**PERSON CHILD LIVED WITH (NAME & PRESENT ADDRESS)** –

List the names of person(s) the minor lived with and their CURRENT address.

**RELATIONSHIP** – list the relationship of the minor child to the person they were living with during that specific time frame.

Continue completing this information for the last five years.

- b. **ITEM #3b** – type in name of second minor child, place of birth, date of birth and sex. If both children have lived at the same addresses for the last five years then X the box under section b. If not complete the required information for the second child just like you did for the first child.

If you only have one minor child do not complete this section.

- c. **ITEM #3c** – if you have more than 2 minor children – X this box and on a plain piece of white paper – type ATTACHMENT 3c at top and provide ALL the information on each child as outlined on the form. This will become an attachment to this form.

8. **Item #4** – HAVE YOU PARTICIPATED AS A PARTY OR A WITNESS OR IN SOME OTHER CAPACITY IN ANOTHER LITIGATION OR CUSTODY PROCEEDING, IN CALIFORNIA OR ELSEWHERE, CONCERNING CUSTODY OF A CHILD SUBJECT TO THIS PROCEEDING?

X Yes OR X No as appropriate. If you mark yes, you must answer Items #4a – d.

- a. **Item #4a** - NAME OF EACH CHILD – type in the name each child that was/is involved in another case whether in California or out of state.
- b. **Item #4b** - CAPACITY OF DECLARANT – X the box that explains what role you play in this other litigation. Were you a party? Witness?
- c. **Item #4c** – COURT – type in the name of the court, state and location where this other litigation occurred.
- d. **Item #4d** – COURT ORDER OR JUDGMENT – type in the date the court entered orders or judgments in this other litigation.

9. **Item #5** – DO YOU HAVE INFORMATION ABOUT A CUSTODY PROCEEDING PENDING IN A CALIFORNIA COURT OR ANY OTHER

**COURT CONCERNING A CHILD SUBJECT TO THIS PROCEEDING  
OTHER THAN THAT STATED IN ITEM #4?**

X yes or no as appropriate. If yes, complete Item #5a-d.

- a. **Item #5a** – type in the name of each child involved in the other litigation.
- b. **Item #5b** – type an X in the box corresponding with the correct “type” of litigation. What kind of case is it?
- c. **Item #5c** – type in the name, state and location of the litigation.
- d. **Item #5d** – type in the status of the case...is it pending? completed?

10. **Item #6 – DO YOU KNOW OF ANY PERSON WHO IS NOT A PARTY TO THIS PROCEEDING WHO HAS PHYSICAL CUSTODY OR CLAIMS TO HAVE CUSTODY OF OR VISITATION RIGHTS WITH ANY CHILD SUBJECT TO THIS PROCEEDING?**

X yes or X no as appropriate. If you mark yes you must complete Items #6a-c.

- a. **Item #6a** – type in the **NAME & ADDRESS OF PERSON**

**HAS PHYSICAL CUSTODY** – X if appropriate  
**CLAIMS CUSTODY RIGHTS** – X if appropriate  
**CLAIMS VISITATION RIGHTS** – X if appropriate

**NAME OF EACH CHILD** – type in the name of each child, as appropriate.

- b. **Item #6b and Item #6c** – complete these items only if there is more than one person claiming to have physical custody or visitation rights. Complete in the same manner as you completed Item #6a above.

11. Type in the **date** and **your full name**.

# SAMPLE DOCUMENT

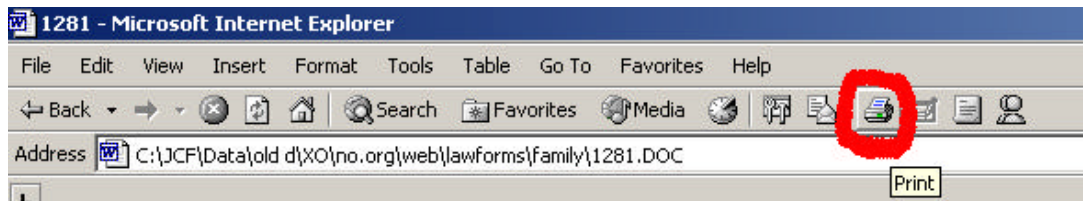
INSERT DECLARATION UNDER UCCJEA– 2 PAGES



# PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

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1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
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5. **SAVE** your document:
  - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS.**"
  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN AND DATE THIS DOCUMENT.**



# FINANCIAL STATEMENT

(SIMPLIFIED)

Form FL-155

(MUST USE THIS FORM OR  
INCOME & EXPENSE  
DECLARATION)

**FINANCIAL STATEMENT (SIMPLIFIED), Form FL-150  
(MUST USE THIS FORM OR INCOME & EXPENSE DECLARATION)**

The areas in **red** correspond to the areas on the form that you will need to complete.

BEFORE completing this form you must determine if you are eligible for using this form or if you must complete the Income & Expense Declaration instead.

If you answer YES to any of the following questions, you may **NOT** use this form:

- \* Are you asking for spousal support (alimony) or a change in spousal support?
- \* Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- \* Are you asking the other party to pay your attorneys fees?
- \* Is the other party asking you to pay that party's attorneys fees?
- \* Do you receive money (income) from any source other than the following?
  - \* Welfare (such as AFDC, GR or GA)
  - \* Salary or Wages
  - \* Disability
  - \* Unemployment
  - \* Worker's Compensation
  - \* Social Security
  - \* Retirement
- \* Are you self employed?

If you answered NO to all of the above you may proceed with typing this form. If not, skip this section and proceed to the Income and Expense Declaration in the next section. You are not required to submit BOTH forms.

1. Select Form **FL-155 Financial Statement Simplified (Family Law)** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **YOUR NAME AND ADDRESS** – Type in your name and complete address.

3. **TELEPHONE NUMBER** – Type in your telephone number or a message number.
4. **ATTORNEY FOR (NAME)** – Type in Pro Per.
5. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.

- a. **STREET ADDRESS** – 215 FIFTH STREET
- b. **MAILING ADDRESS** – 215 FIFTH STREET
- c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
- b. **BRANCH NAME** – leave blank

6. **PETITIONER/PLAINTIFF** – Type in your complete name.  
**RESPONDENT/DEFENDANT** – Type in your spouse's complete name.

7. **Item #1a** – X this box if your only source of income is AFDC, SSI or GA/GR.

If you mark this box use TAB to skip to Item #8.

- a. **Item #1b** – X this box if you have applied for AFDC, SSI or GA/GR.

8. **Item #2** – Type in the number of children from this relationship that you are the parent of whether natural or adopted children.

If you have no children type in 0.

9. **Item #3a** – Type in the percentage of time these children are with you.

- a. **Item #3b** – Type in the percentage of time these children spend with the other parent.
- b. **Item #3c** – Type in your custody and visitation arrangement with the other parent, if you have one. Type in None if appropriate.

If you have no children type in N/A or leave blank.

10. **Item #4** – Mark the box that corresponds to your tax filing status.
11. **Item #5** – Mark the box that corresponds to your source(s) of income and type in the monthly amount of that income.
12. **Item #6a –d** – Mark the box that corresponds to the monthly expenses for the children of this case and type in the monthly amount of that expense.

13. **Item #7** – Mark this box if there are other minor children (not of this relationship) living with you. Indicate how many children and the total monthly expenses you incur & type in average monthly expenses.

14. **Item #8a –g** – Mark the boxes that correspond to average monthly amounts that you spend for each item.

Only mark those boxes that apply and fill in the amount as indicated.

Leave blank those areas that do not apply to you.

15. **Item #9** – Complete the requested information, marking the box that indicates whether this is your current employment OR your most recent employment (if you are not working at this time).

16. Complete Page 2 of the form.

17. **MARRIAGE OF** – type in last name, first name of parties.

Example: DOE, Jane and John

18. **Item #10** – Type in your estimate of the other parent's gross monthly income (before taxes).

19. **Item #11** – If there is other information you want the court to know concerning CHILD SUPPORT only, type that information on a separate sheet of paper and attach.

20. **DATE** – type in the date.

21. **TYPE OR PRINT NAME** – type in your full name.

22. Mark the **Petitioner** box under the signature line.

# SAMPLE DOCUMENT

INSERT FINANCIAL STATEMENT SIMPLIFIED– 2 PAGES

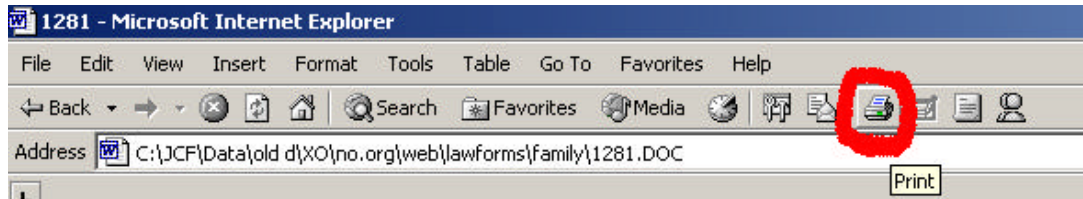


# PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT



## PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
  - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN AND DATE THIS DOCUMENT.**

# INCOME & EXPENSE

## DECLARATION

### Form FL-150

(MUST USE IF ASKING FOR SPOUSAL SUPPORT AND/OR ATTORNEYS  
FEES OR DO NOT QUALIFY TO USE FINANCIAL STATEMENT SIMPLIFIED)

## INCOME & EXPENSE DECLARATION, Form FL-150

The areas in **red** correspond to the areas on the form that you will need to complete.

If you have prepared the Financial Statement (Simplified) you are not required to complete this form.

1. Select Form **FL-150 Income & Expense Declaration (Family Law)** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY (NAME & ADDRESS)** – type in your name, complete address and telephone number (or message number).
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
  - a. **STREET ADDRESS** – 215 FIFTH STREET
  - b. **MAILING ADDRESS** – 215 FIFTH STREET
  - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
  - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in your complete name.  
**RESPONDENT/DEFENDANT** – Type in your spouse's complete name.
6. There are 4 pages to this form 1) Income & Expense Declaration; 2) Income Information; 3) Expense Information; 4) Child Support Information.  
  
You must complete the Income & Expense Declaration and Expense information forms in every situation.  
  
If you are on AFDC you are not required to complete the Income form.  
  
If child support is not an issue (because you have no children) you are not required to complete the Child Support form.
7. **Step 1** – mark the boxes that correspond with the forms you will be completing.

8. **Step 2 – Item #1** – mark the box indicating your AFDC status - whether you are Receiving OR Applied for OR Intend to Apply for OR No.
9. **Item #2 – DATE OF BIRTH** – type in the MONTH/DAY/YEAR.
10. **Item #3 – OCCUPATION** – type in your occupation.
11. **Item #4 – HIGHEST YEAR OF EDUCATION** – type in High School Graduate OR Some College OR TYPE of Degree as appropriate.
12. **Item #5 – ARE YOU CURRENTLY EMPLOYED** – mark YES or NO as it applies to you.
  - a. **Item #5a(1)** – if yes – give the **NAME & ADDRESS OF EMPLOYER**.
  - b. **Item #5a(2)** – **MONTH/YEAR** you started work there.
  - c. **Item #5b(1)** – if you are not currently employed – when did you last work **MONTH/YEAR**.
  - d. **Item #5b(2)** – **GROSS MONTHLY INCOME**.
13. **Item #6** – Type in the **TOTAL NUMBER OF CHILDREN** you are legally obligated to support.
14. **Item #7 – NET MONTHLY DISPOSABLE INCOME** (from line 16a of Income Information). Complete this box AFTER you have completed the Income form.
15. **Item #8 – CURRENT NET MONTHLY DISPOSABLE INCOME** (complete only if different from Item #7).
16. **Item #9 – TOTAL MONTHLY EXPENSES** (from line 2q of the Expense form). Complete this box AFTER you have completed the Expense form.
17. **Item #10 – AMOUNT OF EXPENSE PAID BY OTHERS** – complete if appropriate.
18. **Item #11 – ESTIMATE OF OTHER PARTY'S GROSS INCOME** – type in your estimate of the other party's gross (before taxes) monthly income.
19. **DATE** and type in your **NAME**.
20. Continue to page 2, Income Information unless you are on AFDC then skip the Income Information and continue to page 3, Expense Information.

21. **INCOME INFORMATION** form, (page 2).

**PETITIONER/PLAINTIFF** – type in your name.

**RESPONDENT/DEFENDANT** – type in spouse's name.

**INCOME INFORMATION OF (NAME):** type in your name.

- a. **Items 1 through 21** – complete as each item applies to you.
- b. Remember to attach a copy of your three most recent pay stubs.

NOTE: For your own protection remove your social security number from any documents that are attached to your Income & Expense Declaration.

- c. Note the amount on line 16a. Go back to page 1, Income & Expense Declaration and place that amount on Line 7.

22. **EXPENSE INFORMATION** form, (page 3).

**PETITIONER/PLAINTIFF** – type in your name.

**RESPONDENT/DEFENDANT** – type in spouse's name.

**INCOME INFORMATION OF (NAME):** type in your name.

- a. **Items 1 through 4** – complete as each item applies to you.
- b. Note the amount on line 2q. Go back to page 1, Income & Expense Declaration and place that amount on Line 9.
- c. DO NOT SIGN THIS FORM as it requires the signature of an attorney if you are represented by one.

23. **CHILD SUPPORT INFORMATION**, (page 4).

DO NOT COMPLETE THIS FORM IF YOU DO NOT HAVE CHILDREN.

**PETITIONER/PLAINTIFF** – type in your name.

**RESPONDENT/DEFENDANT** – type in spouse's name.

**INCOME INFORMATION OF (NAME):** type in your name.

- a. **Items 1 through 4** – complete as each item applies to you.

# SAMPLE DOCUMENT

INSERT INCOME & EXPENSE DECLARATION – 4 PAGES





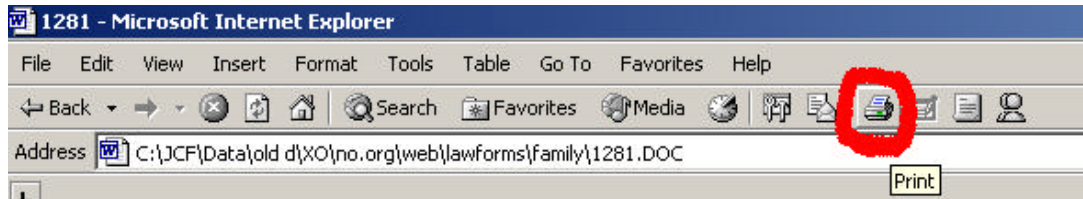




# PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

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  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN AND DATE THIS DOCUMENT.**

# SCHEDULE OF ASSETS & DEBTS,

## Form FL-142

### (Optional form)

## SCHEDULE OF ASSETS & DEBTS, Form FL-142 (Optional form)

This form is used to identify known community and separate assets or debts even if they are in the possession of another person, including your spouse. If you contend an asset or debt is separate property put W (Wife) or H (Husband) to indicate to whom you contend it belongs. All values should be as the date of signing the declaration unless you specify a different valuation date with the description.

You must determine if this form is necessary or applies to your specific case. If you have questions regarding community or separate assets and debts you must seek the advice of an attorney.

The areas in red correspond to the areas on the form that you will need to complete.

1. Select Form [FL-142 Schedule of Assets & Debts \(Family Law\)](#) using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY (NAME & ADDRESS)** – type in your name, complete address and telephone number (or message number).
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
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  - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
  - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in your complete name.  
**RESPONDENT/DEFENDANT** – Type in your spouse's complete name.
6. Mark the **Petitioner's box** under the title Schedule of Assets & Debts.
7. Complete **items 1 through 27** on pages 1 through 4 as they apply to you.

8. **DATE** and type in your **FULL NAME**.

# SAMPLE DOCUMENT



INSERT SCHEDULE OF ASSETS & DEBTS – 4 PAGES



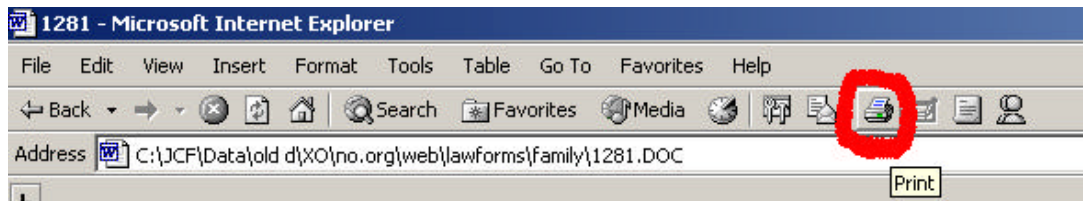




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6. **SIGN AND DATE THIS DOCUMENT.**

# DECLARATION OF DISCLOSURE,

Form FL-140

Mandatory form

## DECLARATION OF DISCLOSURE, FL-140 Mandatory form

The areas in **red** correspond to the areas on the form that you will need to complete.

You must prepare this form even though it IS NOT filed with the court. The Clerk will stamp the case number on the form and return it to you unfilled.

1. Select Form # **FL-140 Declaration of Disclosure** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY** – type in your name and complete address including your telephone number as indicated.
3. **ATTORNEY FOR** – type in Pro Per
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
  - a. **STREET ADDRESS** – 215 FIFTH STREET
  - b. **MAILING ADDRESS** – 215 FIFTH STREET
  - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
  - d. **BRANCH NAME** – leave blank
5. **PETITIONER/PLAINTIFF** – Type in your complete name.  
**RESPONDENT/DEFENDANT** – Type in your spouse's complete name.
6. **PETITIONER'S – PRELIMINARY** – mark these boxes.
7. **Items #1 – 5** – complete as they apply to your case.
8. **DATE** and type your **FULL NAME**.



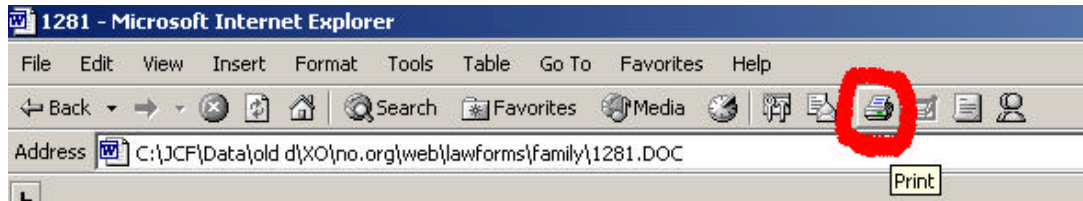
# SAMPLE DOCUMENT

INSERT DECLARATION OF DISCLOSURE – 1 PAGE

# PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

## PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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  - e. Select "**SAVE**"

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6. **SIGN AND DATE THIS DOCUMENT.**

# FILING YOUR DOCUMENTS WITH THE CLERK

## FILING YOUR DOCUMENTS WITH THE CLERK

1. **SIGNING ORIGINAL & COPIES:** Double check to make sure you have all your forms, the original plus two copies of each.

Make sure you have signed EACH document and the copies as indicated in each area of instruction.

2. **ORGANIZE YOUR DOCUMENTS:** Place the documents in the correct order (from top to bottom) as follows:

Petition for Dissolution  
Summons  
Proof of Service Summons  
Declaration Under UCCJEA (only if there are children involved)  
Financial Statement (Simplified) OR Income & Expense Declaration  
Schedule of Assets and Debts (if applicable)  
Declaration of Disclosure

You should have the original Petition (pages stapled) on top with the two copies of Petition underneath. The original Summons on top with two copies paper clipped underneath and so on. Paperclips and staplers are maintained in this office for your convenience.

3. **PAY FILING FEE OR PREPARE FEE WAIVER:** You must pay the \$185.00 filing fee or submit a fee waiver application, order and notice at the time you file these documents.
4. **NO ATM OR CREDIT CARD PAYMENTS:** The Clerk's office does not have the equipment to handle ATM or Credit Cards payments at this time. Only Cash, Check or Money Orders can be accepted.
5. **PREPARE FEE WAIVER (IF NEEDED):** If you need to prepare a fee waiver, go to the binder labeled FEE WAIVER APPLICATION and prepare those three documents BEFORE you try to submit these forms.
6. **FILING DOCUMENTS:** Once you have prepared the fee waiver documents go to the Superior Court Clerk's office in the main courthouse and submit your paperwork.

The Clerk will review the paperwork, assign a case number and file each document as appropriate while you wait.

The Clerk will keep the original of ALL documents and return the two endorse filed copies to you.

# AFTER FILING - WHAT IS THE NEXT STEP?

## AFTER FILING - WHAT IS THE NEXT STEP?

The Clerk will keep the original documents and return the two copies to you. One copy for you and one copy for you to have served on the Respondent.

Purchase a large envelope or folder for maintaining your documents.

Always take ALL of your documents the Clerk's office when making inquiries or filing papers to avoid extra trips home if you forgot something.

You are now ready to have the Respondent served. See the binder entitled "Serving Respondent After filing Initial Dissolution".